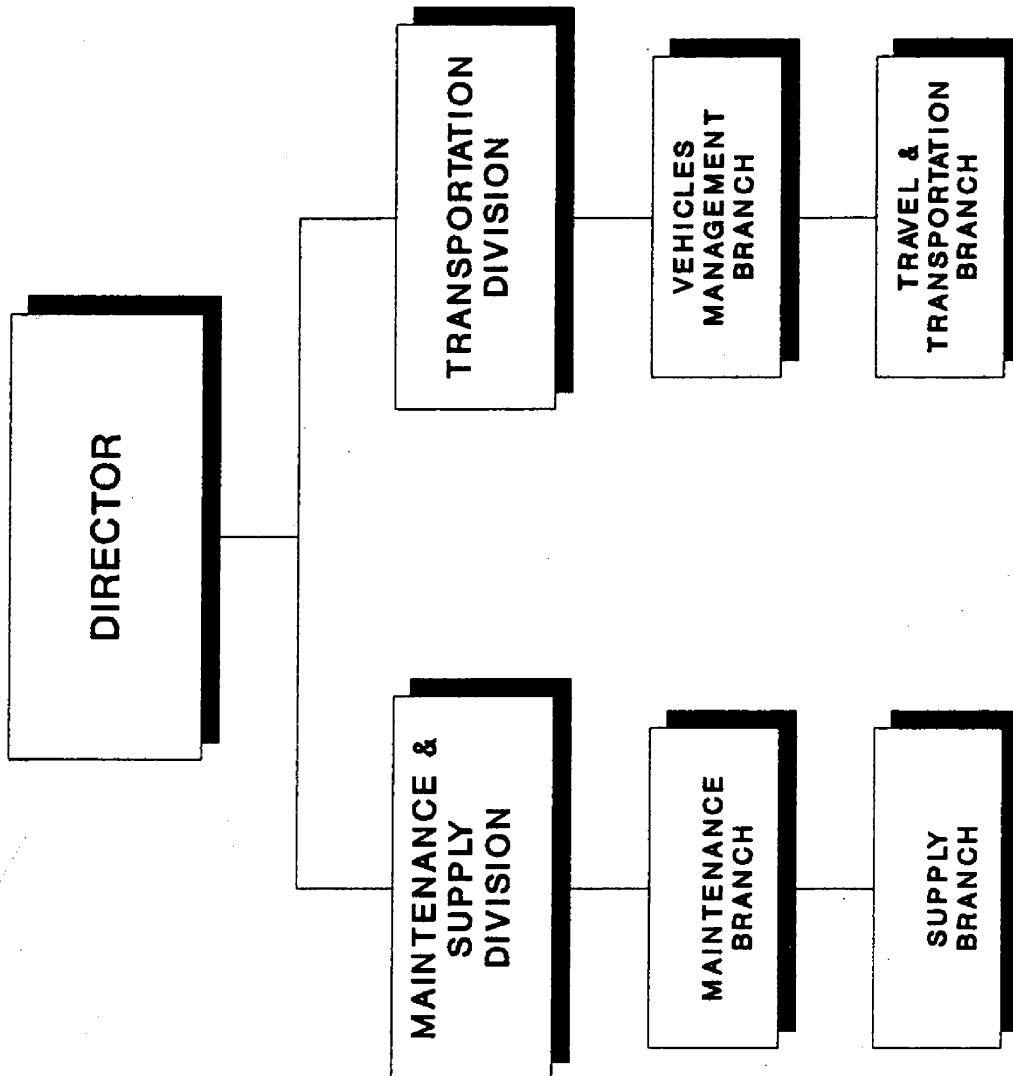


DIRECTORATE OF LOGISTICS MANAGEMENT



DIRECTORATE OF LOGISTICS MANAGEMENT

Mission

To provide policy guidance and staff management for USACE personal property and real property (excluding civil works projects) and related services.

OFFICE OF THE DIRECTOR Functions

1. Plans and executes command, staff and technical inspections in all mission areas.
2. Plans, programs and budgets for directorate resources and for certain HQUSACE support.
3. Provides policy, technical guidance, and evaluation of operations and management of USACE civil and military aviation support.
4. Develops and promulgates policy and guidance for logistical support of mobilization and emergency operations.
5. Provides policy and guidance on all real property management activities for USACE real property assets in support of the USACE personnel. (Excludes civil works operational facilities.)
6. Serves as staff proponent for internal USACE Environmental, Energy Conservation, Historical Properties, Fire Prevention and Protection Programs.
7. Serves as staff proponent for planning and execution of the Army/USACE Communities of Excellence Program.

MAINTENANCE AND SUPPLY DIVISION Mission

To exercise staff supervision over maintenance and supply functions USACE-wide including policy development and oversight of personal property life cycle management.

MAINTENANCE BRANCH Functions

1. Provides materiel maintenance policy and procedures within USACE for all personal property. Provides technical assistance and guidance for equipment end-items owned and operated throughout USACE.
2. Manages the Maintenance Assistance and Instruction Team (MAIT) program for USACE.

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3. Collects and analyzes required maintenance data for all personal property.
4. Provides policy and guidance for work space management including standards for layout planning, space allocations, office environment, decor, and user relationship.
5. Serves as proponent for the USACE Materiel Maintenance Career Program.

SUPPLY BRANCH
Functions

1. Establishes life-cycle policies and procedures for USACE-wide personal property management program.
2. Serves as proponent for automated systems to support supply and property management.
3. Serves as proponent for MILSTRIP and FEDSTRIP requisitioning procedures, and for changes, deletions, and additions to all DOD and GSA Activity Address Codes.
4. Establishes policies and procedures for USACE warehouse operations.
5. Establishes policies to implement proper controls for receipt, storage, accounting and testing of petroleum products.
6. Provides guidance on the receipt, storage, and disposal of hazardous material and waste.
7. Serves as proponent for the Precious Metals Recovery Program.
8. Serves as proponent for the USACE Supply Management Career Program.

TRANSPORTATION DIVISION
Mission

To provide policy and staff supervision to all USACE activities for transportation and life cycle management of motor vehicles.

OFFICE OF THE CHIEF
Functions

1. Serves as proponent for the senior transportation advisor for HQUSACE and USACE.
2. Serves as proponent for the USACE Transportation Management Career Program Manager.
3. Serves as proponent for USACE liaison with all other DOD and Federal agencies for approval of rotary and fixed wing airlift.

4. Develops/implements policies, standards and procedures for sound management of the USACE Foreign Travel Program.

VEHICLES MANAGEMENT BRANCH
Functions

1. Exercises management and technical supervision of USACE motor vehicle fleet. Develops policy, guidance, procedures and technical instructions for the operations, maintenance and use of motor vehicles for civil works and military funded activities.
2. Acquires through the TACOM acquisition process (military funded) or procures (civil works funded) through GSA or direct purchase all USACE motor vehicles.
3. Establishes and maintains adequate records for inventory requirements, authorizations, distribution, operations, use, maintenance and cost and performance reporting.
4. Responsible for the Equipment Section (Section III), Tables of Distribution and Allowances (TDA).
5. Procures and manages distribution of government motor vehicle license plates and maintains central registry for all USACE vehicles.
6. Serves as the National Inventory Control Point (NICP) for all USACE owned/operated vehicles.
7. Manages the USACE National Credit Card Program (SF 149).

TRAVEL AND TRANSPORTATION BRANCH
Functions

1. Formulates policies and implements regulations and procedures for overall travel and traffic management activities.
2. Evaluates and provides guidance on travel claims.
3. Reviews and provides information from the Joint Travel Regulations and Department of Army regulations on entitlements.
4. Resolves USACE travel problems for which no precedent has been established.
5. Provides USACE technical advice for preparation of travel orders.
6. Serves as proponent for liaison for USACE travel activities with DOD, DA, other agencies, and the private sector.
7. Authenticates OCONUS travel orders and provides administrative approval of OCONUS vouchers for HQUSACE personnel.